

# Mountainland Service Delivery Area - Department of Workforce Services

## Job-seeking Skills Workshop Schedule



Workshop	Date	Time	Location
<b>Resume Writing:</b> Learn how to write and design a cutting-edge resume and cover letter or “power-up” a current resume to get that interview! This workshop is designed for customers who are <b>READY</b> to write a resume and start actively job-searching. (3 hour workshop)	Mar 5 Mar 13 Mar 15 Mar 28	1-4 PM 9 AM -12 9 AM -12 9 AM -12	Provo EC Lehi EC Sp Fork EC Provo EC
<b>Interview Skills:</b> Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. (3 hour workshop)	Mar 6 Mar 13 Mar 15 Mar 29	9 AM -12 1-4 PM 1-4 PM 9 AM -12	Provo EC Lehi EC Sp Fork EC Provo EC
<b>Job Search with Technology:</b> Learn tools and tips to navigate a successful on-line job search, including use of electronic job boards, on-line applications, & sending / posting resumes. (Basic computer skills required). (3 hour workshop)	Mar 7 Mar 20 Mar 22	9 AM -12 9 AM -12 9 AM -12	Provo EC Lehi EC Sp Fork EC
<b>Networking Strategies:</b> Spending too much time in front of a computer screen job-searching without success? It is estimated that 80% of all job offers come through traditional networking efforts or tapping into one’s “circle of influence” to create “warm contacts” with employers. Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the “hidden” job market. (3 hour workshop)	Mar 8 Mar 20 Mar 22	9 AM -12 1-4 PM 1-4 PM	Provo EC Lehi EC Sp Fork EC

**Call Rebecca at 801-342-2655 or email [mtnlandworkshops@utah.gov](mailto:mtnlandworkshops@utah.gov) to Register for these FREE Job-seeking Skills Workshops**

**Provo Employment Center (EC)**  
1550 N 200 W (Freedom Blvd)

**New Lehi Employment Center (EC)**  
557 W State Street

**Spanish Fork Employment Center (EC)**  
1185 N Chappel Drive

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**Call Darrin at 801-360-6889**  
**Heber &/or Park City Workshops**  
**(Wasatch & Summit Counties)**

**Call Cris Durbin at 435-623-1927 for**  
**Nephi Workshops (Juab County)**

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**\*Open to all Job-seeking Customers\***

**Plan to arrive 10-15 minutes before the workshop begins. Workshops START at the scheduled time.**  
**With respect to customers who arrive on time, late-comers will be asked to re-schedule.**